

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION 5 (EPA) AIR AND RADIATION DIVISION

TITLE: *REGION 5 2008 INDOOR ENVIRONMENTS GRANTS*

TYPE: Notice of Request for Proposals (RFP)

RFP NO: EPA-R5-IAQ-FY08

CATALOGUE OF FEDERAL ASSISTANCE (CFDA) NUMBER: 66.034 - Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act)

Date Issued: February 29, 2008

Proposal Due Date: April 29, 2008

Proposals may be submitted by hard copy, via U.S. mail/commercial delivery service, or through Grants.gov. Mail submissions must be postmarked by the closing date of April 29, 2008 and submissions made through Grants.gov must be made by April 29, 2008 at 5.00 p.m. Central Time (6:00 p.m. Eastern Time). **We will not accept email submissions nor proposals submitted in person. LATE PROPOSALS WILL NOT BE CONSIDERED.** It is anticipated that final selections will be made by May 20, 2008. Tentative due date for full applications is June 20, 2008. Anticipated award date is October 1, 2008.

SUMMARY

This notice announces the availability of funds and solicits proposals from eligible organizations for assistance agreements in the form of grants under the U.S. Environmental Protection Agency's (EPA) *Asthma-ETS Program* and *Indoor Air Quality Tools for Schools (IAQTFS) Program*. These proposed projects must support demonstration, training, outreach and/or education activities that reduce exposure to indoor air pollutants and yield measurable environmental outcomes. Projects that address areas of greatest need, where the most risk reduction can be achieved, are desirable.

Assistance under this program is generally available to states, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance. All projects must occur in one or more of Region 5's States and Tribes: Illinois, Indiana, Michigan, Minnesota, Ohio, and/or Wisconsin.

FUNDING/AWARDS

Region 5 anticipates awarding up to three (3) grants, each with a project period of two (2) years, for \$40,000 per year, and a maximum of \$80,000 over a two-year project period per grant. The total estimated amount of all awards under this RFP is approximately up to \$240,000 over a two (2) year period (\$120,000 each year), depending on availability of funds, quality of proposals and grant performance. **For Fiscal Year 2008 (FY08), there is an estimated \$120,000 available under this competitive opportunity for awards.** (Note: Information on funding amounts for FY'09 is not currently available). **Proposals for funds in excess of \$40,000 total for any one year will not be reviewed.** Funding and project periods cannot extend for more than two (2) years. The suggested start date for the project is **October 1, 2008.**

Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of proposals. There is no matching funds requirement for these agreements. **Please note, based on the availability of funds and the quality of proposals, EPA reserves the right to award no grants under this Request for Proposals (RFP).**

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of EPA's Indoor Environments Program is to improve indoor air quality (IAQ) and to reduce associated human health risks caused by pollutants in the indoor environment. This is accomplished by increasing public awareness and understanding of the potential health risks related to indoor air pollutants commonly found in homes and schools, as well as by promoting appropriate voluntary practices and risk reduction actions by the public and key stakeholders. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects particularly early in childhood development. EPA estimates that indoor levels of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels raise concern because it is estimated that most people spend approximately 90% of their time indoors.

An EPA survey found that while fifty-eight percent of all people with asthma have had their personal asthma triggers diagnosed by a physician, less than thirty percent of people with asthma are taking all of the necessary essential actions to reduce their exposure to indoor environmental asthma triggers. Additionally, children with asthma were just as likely to be exposed to Environmental Tobacco Smoke (ETS) in their home as children in general. ETS exposure is significantly higher in households at or below the poverty-level and in households with a lower educational level (less than a college degree).

EPA plays a significant role in ensuring that environmental factors are addressed as part of a comprehensive asthma management program. Through these efforts, EPA strives to improve environmental health outcomes for people with asthma - including segments of the populations that are disproportionately impacted and underserved such as children and low-income individuals by: a.) increasing the knowledge of the importance of working with a physician, developing an asthma action plan, and identifying personal asthma indoor environmental triggers and asthma irritants; b.) fostering acquisition of new management skills and behavior changes to reduce exposure to environmental asthma triggers in the home and/or school; and c.) impacting the type and quality of care provided to people with asthma. To help achieve this, EPA encourages the submission of proposals which include the leveraging of resources among a variety of stakeholders, including health care providers, local and state agencies, childcare facilities, universities, schools and community-based organizations, coalitions and non-profit organizations who have a vested interest in addressing the issue of episodic asthma care in Region 5.

With respect to schools, the U.S. Department of Education's National Center for Education Statistics stated in 1999 that 43% of America's public schools reported at least one unsatisfactory environmental condition (e.g. lighting, heating, ventilation, IAQ, and noise control to name a few.) Approximately 25% of public schools reported that ventilation was unsatisfactory and 20% for IAQ. Further reports from the U.S. Government Accountability Office (GAO) indicate that public elementary and secondary schools need guidance on how to better manage their indoor environments. Problems are often related to improper ventilation, deferred maintenance, and poor design, construction and renovation practices. Poor IAQ in schools can impact the

health and comfort of students and staff, which in turn can affect concentration, attendance and student performance.

Thus one of EPA's goals is to ensure that good IAQ Management Practices are used in urban, suburban, rural, and tribal K-12 public and private schools and to promote holistic approaches that help schools address the entire range of environmental issues they face.

Linkage to EPA Strategic Plan: All proposals must support Goal 1 of EPA's 2006-2011 Strategic Plan, Clean Air and Global Climate Change; Objective 1.2 – Healthier Indoor Air, which specifically states that, "Through 2012, working with partners, reduce human health risks by reducing exposure to indoor air contaminants through the promotion of voluntary actions by the public." Sub-Objective 1.2.2, Asthma, states: "By 2012, the number of people taking all essential actions to reduce exposure to indoor environmental asthma triggers will increase to 6.5 million from the 2003 baseline of 3 million." Sub-Objective 1.2.3, Schools, states: "By 2012, the number of schools implementing an effective indoor air quality management plan will increase to 40,000 from the 2002 baseline of 25,000."

B. Scope of Work

PROPOSALS MUST ADDRESS ONLY ONE (1) OF THE PROJECT AREAS DESCRIBED BELOW. APPLICANTS MAY SUBMIT MULTIPLE PROPOSALS UNDER THIS RFP SO LONG AS EACH PROPOSAL IS FOR ONLY ONE OF THESE AREAS. PROPOSALS THAT ADDRESS BOTH OF THE AREAS WILL BE REJECTED.

1) ASTHMA-ETS

Indoor Environmental Asthma Triggers - Education and Exposure Reduction: The goal of these projects is to decrease the exposure of indoor environmental triggers, including Environmental Tobacco Smoke (ETS) for people with asthma; to educate parents and caretakers on indoor triggers and actions to reduce them; and, to educate individuals on the environmental management of asthma so they can counsel patients, health care providers, and other community members with asthma on actions to reduce triggers in indoor environments. The ETS component of this project must address education on ETS and how it impacts children. Emphasis is on the reduction of the number of children that are exposed to ETS on a regular basis. Training for the parents of asthmatic children should be on identifying and managing indoor asthma triggers. Training healthcare professionals, community workers, and other trained health care providers should stress the importance of integrating environmental management into asthma care. This includes programs in which health educators or peers provide education to families on identifying and managing indoor asthma triggers. Projects should address reducing or eliminating ETS (encourage and motivate residents who smoke to make homes and cars smoke-free); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches.

NOTE: *The majority of the effort of the recipients for this project will be to provide educational support, using EPA Asthma/ETS tools (e.g., Asthma Home Environmental Checklist, Smoke Free Home Outreach Materials, etc. or equivalent materials and resources), and/or other EPA or free federal, state and local resources. Funding must not be expected to develop any new resources or to purchase educational materials. It is however, acceptable to purchase supplies that will support environmental education. All Asthma-ETS project activities proposed for funding under this RFP must clearly fall within EPA's statutory authorities. With respect to asthma, only those activities that directly address environmental factors that may influence asthma onset or exacerbation are eligible for funding under this RFA. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs as recommended by the National Asthma Education and Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g. medical management) activities are proposed which are not purely intended to frame this context, applicants should be prepared to document alternative funding sources for such activities. Incorporating educational support on outdoor air triggers or educational efforts such*

as awareness of the Air Quality Index (AQI), backyard burning, vehicle idling management/diesel retrofits and other programs dealing with trigger awareness and reduction are encouraged.

OR

2) INDOOR AIR QUALITY TOOLS FOR SCHOOLS (IAQTFS)

Healthful School Environments: The goal of these projects is to reduce school occupant exposure to indoor air pollutants and asthma triggers and, to increase the number of primary and secondary schools with effective indoor air quality management practices and plans based on, or consistent with, *EPA's IAQ Tools for Schools (IAQTFS)*. Effective plans comprise a set of actions shown to have a significant effect on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks. Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, risk reduction and therefore on health effects of students and staff.

The major work of these projects is to fund organizations that will conduct specialized trainings on *IAQ Tools for Schools* or an equivalent, and the individuals who complete the training will be required to demonstrate that a basic set of actions that have been taken in their schools and/or school districts. IAQTFS projects should involve training school staff and school nurses to prevent and resolve common IAQ problems, identify practical solutions, and develop IAQ management plans. Projects under this priority should lead schools to adopt the *IAQ Tools for Schools* program or its equivalent. The minimum level of adoption is defined as: a) Designating an IAQ Coordinator for the district and/or each school, b) Completing teacher, maintenance and ventilation checklists for each school, c) compiling and interpreting the checklist information to identify areas of focus for the building walkthrough; d) Conducting a walkthrough of each school, and e) Establishing an IAQ management plan that addresses issues identified.

We encourage organizations to consider integrating other EPA voluntary school programs, such as the Healthy School Environmental Assessment (Healthy SEAT) downloadable on the internet at www.epa.gov/school/HSEAT. Other school-based programs can be viewed at <http://cfpub.epa.gov/schools/index.cfm>. **However, funding from this RFP can be used only for IAQTFS programs.**

Proposals from School Districts require a letter of commitment from an administrator. For those projects that propose working with schools not confined to a formal district, support may come from another organization or agency agreeing to participate in the project with the applicant. This alternative letter of commitment should demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district.

For more information on these EPA programs, go to the web sites listed below.

IAQ Tools for Schools www.epa.gov/iaq/schools/
Asthma Outreach www.epa.gov/asthma/

NOTE: Recipient organizations will utilize existing free resources from EPA and/or other federal, state, and local organizations and agencies. Examples of resources include: U.S. EPA's Indoor Air Quality Tools for Schools (IAQ TfS) program guidance, including the Managing Asthma in Schools guidance, the U.S. EPA Healthy School Environments Assessment Tool (HealthySEAT) (see: <http://epa.gov/schools>), and information on outdoor air pollution, such as the Air Quality Index (AQI), backyard burning, vehicle idling, diesel school bus replacement and/or retrofit. Recipients are strongly encouraged to consider a multi-media approach addressing both indoor and outdoor asthma triggers present in and around the school environment. Funding will not be provided to develop any new resources or to purchase educational materials for this effort since there are numerous free high quality resources available. It is however, acceptable to purchase supplies that will support environmental education.

Please note that under EPA grant reporting requirements, the grantee will be required to submit quarterly progress and financial status reports.

C. EPA Strategic Plan 2011 Linkage and Expected Outcomes/Outputs

Linkage to EPA's Strategic Plan 2011. Projects under this announcement must support progress towards EPA's Strategic Plan 2006-2011 Objective 1.2 – Healthier Indoor Air: “Through 2012, working with partners, reduce human health risks by reducing exposure to indoor air contaminants through the promotion of voluntary actions by the public.” Sub-Objective 1.2.2, Asthma, states: “By 2012, the number of people taking all essential actions to reduce exposure to indoor environmental asthma triggers will increase to 6.5 million from the 2003 baseline of 3 million.” Sub-Objective 1.2.3, Schools, states: “By 2012, the number of schools implementing an effective indoor air quality management plan will increase to 40,000 from the 2002 baseline of 25,000.”

This Request for Proposals supports EPA's strategic objective to increase the number of people breathing healthier indoor air. This competitive opportunity also supports the Agency's annual measures and long-term measures as detailed below. These goals build on the Agency's EPA Strategic Plan 2006-2011; Goal 1: Clean Air and Global Climate Change; Objective 1.2: Healthier Indoor Air; Sub-objective 1.2.2: Asthma and Sub-Objective 1.2.3: Schools. For more information, see <http://www.epa.gov/ocfo/plan/plan.htm>. Proposals must identify project goals and objectives that are aligned with indoor air quality. Proposals must also identify and quantify expected environmental outputs and achieve measurable environmental outcomes that directly relate to the project's objectives and goals.

Outputs. As defined below in Table 1, proposals are required to quantify environmental health related outputs for proposed demonstration, training, education and/or outreach project activities relating to the areas covered by the project. Outputs will generally be activities, efforts or work products. The outputs must describe the expected level of activity that will be provided over a period of time (e.g., number of publications produced or number of people trained) and should demonstrate progress from a stated baseline towards achieving substantial measurable environmental outcomes.

Outcomes. As defined below in Table 1, proposals are required to identify measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits relating to the areas covered by the project. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes or long-term environmental health outcomes.

Table 1-1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes.

Table 1-1. Definitions

Activities	Environmental Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g.,	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g.,	Long-term health or environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are

	timeliness) established as standards for the activity (e.g., number of people trained)	increase in radon testing, additional patients taking action to reduce asthma triggers, number of schools developing IAQ management plans consistent with IAQ TFS)	desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma E.R. visits, decrease in lost school/work days due to IAQ problems)
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Table 1-2 provides specific examples of project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes and is not intended to limit or specify activities. The activities, environmental outputs, and environmental outcomes listed in this table provide ONLY A FEW EXAMPLES of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and that fall within the scope of this announcement. Proposals are not in any way limited to these specific activities, and EPA encourages innovative proposals that focus on multiple aspects of EPA's IAQ priority areas.

Table 2. Sample Fundable Activities and Expected Results

IAQ Priority Areas	Expected Programmatic/ Environmentally Related Outputs	Expected Environmental Outcomes Intermediate and Long-term (End) Environmental Health Outcomes
Asthma: Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward health care providers, asthma patients and their caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or childcare centers. Number of health care providers trained in incorporating environmental trigger management information into asthma care	<ul style="list-style-type: none"> * Number of products and services developed and/or or disseminated * Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions * Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions * Number of people trained to educate others on how to reduce asthma triggers 	<ul style="list-style-type: none"> * Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or childcare centers * Number of schools and/or childcare providers reducing environmental triggers * Number of people committed to not smoking around children * Number of people with asthma who have asthma action plans that include environmental triggers * Number of health care providers who have been developing asthma action plans for their patients with asthma
IAQ Tools for Schools: Identify, develop and disseminate new or existing education and outreach products and services in the form of training targeted toward school districts or groups of schools and or school personnel, that will lead to an increase in the number of schools with effective IAQ management practices and plans, based on, or	<ul style="list-style-type: none"> * Number of IAQ training events held with school personnel (superintendents, principals, teachers and custodial and maintenance staff) * Collection and evaluation of checklists with summary of noticeable or potential problems identified in classrooms * Number of building walkthroughs conducted 	<ul style="list-style-type: none"> * Reduction in staff and student absenteeism * Reduction in the number of asthma attacks, allergic reactions and other IAQ related symptoms * Increase in student and teacher performance and productivity attributable to IAQ best practices. * Number of people with increased awareness on how to achieve and maintain a healthy indoor environment

consistent with, EPA's IAQ Tools for Schools Program. These education/outreach products may also include introduction to, or assistance with, EPA's Healthy SEAT Program.	* Number of schools with effective IAQ management plans	* Number of schools with improved indoor environments * Number of schools taking action to remediate the IAQ issues identified
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II. AWARD INFORMATION

A. Amount of Funding Available

The total estimated amount available for all awards under this RFP is approximately up to \$240,000 over a two (2) year period, depending on availability of funds, quality of proposals and performance. **For Fiscal Year 2008 (FY'08), there is an estimated amount of \$120,000 funding available for awards.** Information on funding amounts for FY'09 is not currently available.

B. Number of Awards

Region 5 anticipates awarding up to three (3) grants with a project period of two (2) years at \$40,000 per year, (maximum \$80,000 over a two-year project period per award) for a total of \$120,000 each year, depending on availability of funds, quality of proposals and performance.

Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of proposals. There is no matching funds requirement for these agreements.

Although these are two (2)-year projects, applicants must not request funds in excess of \$40,000 on the SF 424 form to be submitted with proposals. **However, on the budget page of the proposal, applicants must include a two-year (2-year) budget plan up to \$80,000. The budget for each of the two (2) years must not exceed \$40,000 per year.** Proposals for funds in excess of \$40,000 total for any one year will not be reviewed. Funding and project periods can extend for no more than two (2) years. The suggested start date for the project is **October 1, 2008.** **Please note, based on the availability of funds and the quality of proposals received, EPA reserves the right to award no grants under this Request for Proposals (RFP).**

C. Award Type

Funds will be awarded to successful applicants as grants.

D. Expected Budget and Project Period

The expected budget period is up to 24 months (2 years), with a separate budget and work plan for each year. Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability.

E. Miscellaneous

Can funding be used for the applicant to make subawards, acquire contract services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 [CFR](#) Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#) , and the definitions of subaward at 40 [CFR](#) 30.2(ff) or subgrant at 40 [CFR](#) 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 [CFR](#) Part 30 or 40 [CFR](#) Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 [CFR](#) Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 [CFR](#) Part 30 or 40 [CFR](#) 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Under this announcement, assistance is generally available to states, territories, local governments, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, schools, school districts, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions that submit applications proposing projects with significant technical merit and relevance. Applicants must meet eligibility requirements, such as non-profit status, by the proposal due date to be considered for funding.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. No recipient may use funds from the grant agreement for lobbying.

B. Funding Restrictions and Requirements

EPA will not fund any projects for repairs or renovations of buildings. Proposed projects must also be consistent with the statutory restriction on funding which is limited to research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution, and to educate and train individuals relating to the causes, effects, extent, prevention and control of air pollution. EPA will also not fund any activities that constitute routine, traditional, or established practices, or a project that is simply intended to carry out a task, however worthy, rather than transfer information. Applicants are reminded that the term “demonstration” is narrowly construed by EPA as set forth above.

C. Cost Sharing or Matching

Matching/Leveraged Resources: There is no applicant requirement for matching contributions. However, please note that leveraging funds will be considered as an evaluation criterion during the selection process (See Section V).

In-Kind Contributions: Both voluntary matches and leveraged funds may be in the form of either cash or an “in-kind” contribution. An in-kind contribution is the reasonable value of property and services which benefit the project. In-kind contributions often include salaries or other verifiable costs. In the case of salaries, applicants may use either minimum wage or fair market value. All grants are subject to Federal audit.

D. Threshold Eligibility

To be eligible for funding consideration under this announcement, proposal packages must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal package will result in the disqualification of the proposal for funding consideration. **Applicants that submit proposals that are deemed ineligible will be notified approximately within 15 calendar days of the determination that they are ineligible based on the threshold criteria.**

1. All projects must occur in one or more of the following Region 5 States and 35 Tribes located in: Illinois, Indiana, Michigan, Minnesota, Ohio, and/or Wisconsin.
2. Proposed projects must support Goal 1.2 of EPA's Strategic Plan 2011 to reduce human health risks of exposure to indoor air contaminants by improving indoor air in homes and schools by reducing risk, working with partners and through voluntary actions by the public.
3. Proposed projects must fit within EPA's funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.

4. Proposals must address only one of the project areas described in Section I.B. Proposals that address both of the areas will be reject.
5. Proposals for school projects (Section I.B.) must either include a written commitment from the school district(s) (Administrator), individual schools, and any other organization or agency agreeing to participate in the project with the applicant, or provide an alternative commitment that will demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district.
6. Proposals for funds in excess of \$40,000 total for any one year will not be reviewed.
7. Non-profit or not-for-profit organizations must include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of proposal submission.
8. With respect to Asthma-ETS projects, only those activities that directly address environmental factors (**as stated in Section I.B. 1)** that may influence asthma onset or exacerbation are eligible for funding under this RFP.
9.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, proposals must be postmarked or received through www.grants.gov , as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/ office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals received through [grants.gov](http://www.grants.gov) or postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. Applicants should confirm receipt of their proposal with Helen Tsiapas as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

IV. PROPOSAL SUBMISSION INFORMATION

A. Application Forms

Grant application forms, including Standard Forms SF 424 and 424A, are available at http://www.epa.gov/ogd/grants/how_to_apply.htm.

OR

You may also apply electronically for this opportunity by using the electronic application package available at <http://www.grants.gov/Apply> (see instructions below). Please be advised that there is a registration process for **Grants.gov** and the process can take approximately two weeks to be completed. Applicants are therefore encouraged to register early.

B. Content and Form of Proposal Submission

Proposals must include a statement regarding whether the proposal is a continuation of a previously funded project (if so, provide the assistance number and status of the current grant/cooperative agreement). Full application packages should not be submitted at this time. Applicants preliminarily selected for award will receive further information on submitting the full application package and required forms.

Regardless of the mode of proposal submission, applicants must submit the following forms and documents:

- 1) Standard Form SF-424
- 2) SF-424A
- 3) **Cover Letter** (maximum two pages (2) single spaced pages), and
- 4) **Proposal** (maximum five (5) single spaced pages).

The cover letter and proposal page size should be 8 ½ by 11" with font size of 11 points or larger and be, single spaced. The last page of the proposal must include a budget narrative. The cover letter and proposal must not exceed a total of seven (7) single spaced pages including the budget narrative. The budget page must be part of the seven (7) page limit. Anything beyond 7 pages will not be reviewed.

1. Elements of the Cover Letter: (If using grants.gov, the **cover letter** will be attached as part of the project narrative attachment form.)

The cover letter should provide all of the following information:

- 1) Contact information for the organization:
 - a) Name of organization
 - b) Contact person's name
 - c) Mailing address (provide express mail address if different from mailing address)
 - d) Phone and fax numbers
 - e) E-mail address
- 2) An explanation of how your organization and proposal meets all of the eligibility requirements in Section III.
- 3) Identification of the indoor air quality priority area that the proposal addresses.
[Examples: "Asthma-ETS" or "IAQTFS"]
- 4) A description of your organization and its mission

2. Proposal. Include the following information in the proposal. Also make sure the proposal addresses all of the criteria in Section V.

a. Provide a brief project description that describes the tasks and activities that will be conducted to accomplish the project objectives, and include the reason your proposal should receive funding support, e.g., targeting sensitive populations or environmental justice areas. Provide a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period. Please include a brief explanation of any partnerships or coalitions that may assist in this project. Due to limited resources, we encourage partnering with other organizations to assist with work on your proposed project. Proposals must address either **ASTHMA-ETS or IAQTFS but not both priority areas.**

ASTHMA-ETS - Please make sure your project description includes the following information:

Asthma:

- a. Number of households to be visited
- b. Number of children/adults with asthma to be educated
- c. Number of households which indoor asthma triggers will be identified
- d. Number of households in which asthma triggers will be identified, removed, or reduced
- e. Number of health care/child care professionals to be trained.

ETS:

- a. Number of children exposed to ETS on a regular basis, their parents and/or caregivers that will be reached
- b. Number of households affected
- c. Number of parents/caregivers who smoke that will be educated on the health risks to children
- d. Number of households that will/have become smoke-free.

IAQTFS - Please make sure your project description includes the following information:

Schools:

- a. Number of IAQ training events to be held with school personnel (superintendents, principals, teachers, school nurses, and custodial and maintenance staff)
- b. Collection and evaluation of checklists with summary of noticeable or potential problems to be identified in classrooms
- c. Number of building walkthroughs to be conducted
- d. Number of schools with effective IAQ management plans
- e. Number of schools/child care facilities adopting Indoor Air Quality Tools for Schools (IAQ TfS) or an effective indoor air quality management plan equivalent to IAQ TfS and the number of schools utilizing an assessment tool equivalent to HealthySEAT and/or other comparable resources
- f. Number of schools that will take actions to mitigate indoor air problems identified

b. Specific Environmental Outputs

Identify the specific outputs (activities or deliverables) that will be accomplished by the project during the project period (see *Section 1 Outputs/Outcomes*), and how you plan to track and measure your progress in achieving them. Outputs may be quantitative or qualitative, but must be measurable during the funding period. Expected outputs from projects funded by this solicitation may include but are not limited to:

ASTHMA-ETS - Please make sure your project description includes the following information:

Asthma:

- a. Number of household visited
- b. Number of children/adults with asthma that have been educated
- c. Number of households which indoor asthma triggers have been identified
- d. Number of households in which asthma triggers were identified, removed, or reduced
- e. Number of health care/child care professionals trained.

ETS:

- a. Number of children exposed to ETS on a regular basis, their parents and/or caregivers that will be reached
- b. Number of households affected
- c. Number of parents/caregivers who smoke that are educated on the health risks to children
- d. Number of households that will/have become smoke-free.

IAQTFS - Please make sure your project description includes the following information:

Schools:

- a. Number of IAQ training events held with school personnel (superintendents, principals, teachers, school nurses, and custodial and maintenance staff)
- b. Collection and evaluation of checklists with summary of noticeable or potential problems identified in classrooms
- c. Number of building walkthroughs conducted
- d. Number of schools with effective IAQ management plans
- e. Number of schools/child care facilities adopting Indoor Air Quality Tools for Schools (IAQ TfS) or an effective indoor air quality management plan equivalent to IAQ TfS and the number of schools utilizing an assessment tool equivalent to HealthySEAT and/or other comparable resources
- f. Number of schools that have taken actions to mitigate indoor air problems identified

c. Specific Environmental Outcomes

Specify the quantitative or qualitative outcomes of the project, which will include the type of measurement and how you will measure and evaluate the results of your project and how you plan to track and measure your progress in achieving them. These may include, but are not limited to:

ATSTHMA-ETS

- * Number of health care providers trained on trigger management and incorporating into asthma care
- * Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions
- * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or childcare centers
- * Number of schools and/or childcare providers reducing environmental triggers
- * Number of people committed to not smoking around children
- * Number of people with asthma who have asthma action plans that include environmental triggers
- * Number of schools/child care facilities adopting IAQ TfS

IAQTFS

- * Reduction in staff and student absenteeism
- * Reduction in the number of asthma attacks, allergic reactions and other IAQ related symptoms
- * Increase in student and teacher performance and productivity attributable to IAQ best practices.
- * Number of people with increased awareness on how to achieve and maintain a healthy indoor environment
- * Number of schools with improved indoor environments
- * Number of schools taking action to remediate the IAQ issues identified
- * Number of schools/child care facilities utilizing an assessment tool equivalent to HealthySEAT and/or other comparable resources.

d. Past Performance and Programmatic Capability

- Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether and how you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under those factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g. to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Environmental Results Past Performance

- Submit a list of federally funded assistance agreements (assistance agreements include federal grant or cooperative agreements but not federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other

sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

e. Leveraging

Applicants should demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

f. Detailed Budget

On the budget page of the proposal, applicants MUST include a two-year (2-year) budget plan up to \$80,000 total. The budget for each of the two (2) years must not exceed \$40,000. Proposals for funds in excess of \$40,000 total for any one year will not be reviewed. Funding and project periods can extend for no more than two (2) years. The suggested start date for the project is **October 1, 2008**.

Provide a brief budget narrative containing the following categories:

- ◆ Personnel
- ◆ Fringe benefits
- ◆ Travel
- ◆ Equipment (materials that are greater than \$5,000 per piece)
- ◆ Supplies (materials that are less than \$5,000 per piece)
- ◆ Contractual
- ◆ Other/miscellaneous costs
- ◆ Total direct costs (sum of above costs)
- ◆ Indirect charges (a negotiated rate with a federal agency or calculated "actual" rate)
- ◆ TOTAL

(Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc.) The budget page must be part of the seven (7) page limit.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

C. Submission Methods

1. Hard Copy Submission

If an applicant chooses to submit a hard copy of the proposal package as described in Section IV. A, please

send all original signed copies of it to:

Attn: Helen Tsiapas, Indoor Air Program
U.S. Environmental Protection Agency
77 West Jackson Blvd. (AT-18J)
Chicago, Illinois 60604

2. Grants.gov Submission Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page.

****Registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.**

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package" to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications](#) are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R5-IAQ-FY08, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the application package by clicking on the "Application" button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Grants.gov Proposal Submission Deadline

Your organization's AOR (Authorized Representative) must submit your complete proposal package as described below and in Section IV.A of the announcement electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 p.m. Central Time (6:00 p.m. Eastern Time) on April 29, 2008.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

I. Application of Federal Assistance (SF-424)

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Budget Information for Non-construction Programs (SF-424A)

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and

on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Proposal (See Section IV.B of the announcement)

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file and be prepared as described in Section IV. B of the announcement.

Application Preparation and Submission Instructions

Documents I through III listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and complete fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just complete, and then click on the box that says “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV A of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like or need to submit to accompany your proposal such as **letters of commitment or support**, (see Section I.B.), you may click “Add Optional Project narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant name – FY 08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR

should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Helen Tsiapas (Project Officer for this announcement).

Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the proposal deadline, please contact Helen Tsiapas at (312) 886-7901 or tsiapas.helen@epa.gov. Failure to do so may result in your proposal not being reviewed

D. Funding Restrictions

EPA grant funds will not be used to develop any new resources or to purchase educational materials. It is however, acceptable to purchase supplies that will support environmental education. All Asthma/ETS project activities proposed for funding under this RFP must clearly fall within EPA's statutory authorities. With respect to asthma, only those activities that directly address environmental factors that may influence asthma onset or exacerbation are eligible for funding under this RFA. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs as recommended by the National Asthma Education and Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in U.S. EPA-funded activities, where non-environmental asthma management (e.g. medical management) activities are proposed which are not purely intended to frame this context, applicants should be prepared to document alternative funding sources for such activities.

EPA grant funds may only be used for the purpose set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. (http://www.whitehouse.gov/omb/grants/grants_circulars.html)

EPA funds for IAQTFS projects may not be used for building renovations, repair activities, or for IAQ testing other than the limited testing recommended in the IAQ Tools for Schools program.

Pre-award costs and equipment costs are allowable only with the written consent of EPA. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Sub-awards/sub-grants must be consistent with the definitions of these terms in 40 CFR 30.2 (ff) and 40 CFR 31.3 Sub-grants as applicable.

E. Confidential Business Information

It is recommended that confidential business information not be included in the proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203, under which applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

F. Pre-Application Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of

their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Questions should be submitted by email to tsiapas.helen@epa.gov. Please include in the email subject line "2008 Indoor Environment Grants Question." Questions and answers will be posted weekly on the U.S. EPA Region 5 Air and Radiation Indoor Air Webpage (<http://www.epa.gov/region5/air/radon/index.html>). Questions will not be accepted after April 23, 2008. **Phone inquiries will not be accepted.**

V. PROPOSAL REVIEW INFORMATION

A. Evaluation Criteria

Each proposal that meets the threshold criteria in Section III list above will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the criteria set forth below. Proposals that are best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each proposal will be rated under a points system, with a total of 100 points possible.

Proposal Evaluation Criterion		
I. Project Goals and Objectives:		
1.	The extent and quality to which proposed project goals and objectives align with the scope of work described in Section I.B, and EPA=s Strategic Plan 2011 and indoor priority area goals described in Section I.C.	5
2.	The extent and quality to which the proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Section I.C).	5
II. Proposal: Activities; Methods; Materials; and Timeline:		
1.	The extent and quality to which the proposal sufficiently describes practical and feasible activities, methods, materials, and timelines that will be used to achieve each goal, objective, and measurable environmental outcomes	10
2.	The extent and quality to which the proposal describes activities, methods, and materials that are appropriate for the designated target audience(s).	5
3.	The extent and quality to which the proposal demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	5
III. Organizational Past Performance and Programmatic Capability		
1.	Past Performance: Under this criterion, applicants will be evaluated based on the extent and quality to which the applicant adequately documented and/or reported on their progress towards achieving the expected results (e.g. outputs and outcomes) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. <i>Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources,</i>	10

	including agency files and prior/current grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor (5 points).	
2.	<p>Programmatic Capability: Applicants will be evaluated based on their technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical report under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.</p>	10
IV. Project Cost-Effectiveness and Sustainability		
1.	The extent and quality to which the proposed project addresses the number of children/families/individuals that will be reached with respect to the requested amount of funds, if the project successfully meets its goals, objectives, and environmental outcomes.	10
2.	The extent and quality to which the proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts to achieve measurable successes in meeting goals, objectives and environmental outcomes beyond the conclusion of the EPA assistance agreement.	10
V. Monitoring and Evaluating Environmental Results:		
1.	Whether the proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them	10
2.	The extent and quality to which the proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs & outcomes will be tracked and reported	10
VI. Budget:		
1.	Costs will be evaluated to determine their reasonableness in relation to the expected benefits of the proposal. The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental	5

	outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	
2.	Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for a voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).	5

B. Review and Selection Process

Proposals that are deemed eligible as a result of the threshold eligibility review described in Section III will be evaluated based on the criteria above.

Final selection of successful proposals will be made by senior staff and management of the Region 5 Air and Radiation Division. In addition to the evaluation scores based on the criteria in Section A above, other factors may be considered in making final selections including population impacted and project and geographic diversity.

VI. AWARD ADMINISTRATION INFORMATION

This section applies to those proposals that are selected for full application submission that will be recommended for award.

Award Notices

Once proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the status of their proposal. Successful applicants will be required to complete additional application documents, including but not limited to: a revised EPA Form SF 424, EPA Form SF-424B (Assurances - Non-Construction Programs). Project award is anticipated no later than 90 days after receipt of the complete funding package and the availability of indoor air funds from Headquarters.

The names of applicants who are selected along with a brief description of their project may be posted on the R5 EPA website address <http://www.epa.gov/region5/air/radon/index.html> at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications. All applicants whose proposals have been selected or denied should be notified by May 20, 2008.

An applicant whose proposal is preliminarily selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). Further information will be provided to those applicants selected for award.

Selection for funding is not a guarantee of funding. Deadlines must be met and the work plan and application packet must be approved by the EPA Project Officer and the EPA Grants Specialist assigned to each recipient before the money can be officially awarded. The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

DUNS Number

Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Individuals are exempt from this requirement. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711.

Quality Assurance

If direct measurement, data collection, environmental modeling, or compilation of data activities are included in your proposal, a Quality Assurance Project Plan and submission date to EPA for approval will be required unless the organization can show a previously EPA approved Quality Management Plan. No federal funds may be expended or requested for reimbursement for data collection or environmental sampling activities prior to submittal and approval of the Quality Assurance Project Plan to/by the EPA Project Officer.

Administrative and National Policy Requirements

The general award and administration process is governed by regulations 40 CFR Parts 30 (AGrants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profits Organizations@), 40 CFR part 31 (AUniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments@), 40 CFR part 35, subpart A (AEnvironmental Program Grants for State, Interstate, and Local Government Agencies@) and subpart B (AEnvironmental Program Grants for Tribes@) as applicable. Also, refer to OMB Circular ACost Principles for Non-Profit Organizations@ and OMB Circular A-133 AAudit Requirements for States, Local Governments, and Non-Profit Organizations@ as applicable.

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education groups, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office.

Reporting

Quarterly performance reports, a detailed final report and a final Financial Status Report will be required. Quarterly reports should describe project activities and provide EPA with information about project development; including, outputs and outcomes. The final report should include (but is not limited to) a summary of the project covering work status, work progress, publications, and measurable environmental outputs/outcomes pertinent to the project goals and objectives of the project. The final report should also include a description of any problems encountered, and the successes and lessons learned. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds. The schedule for submission of quarterly reports will be established by EPA upon the official start date of the project and budget period.

Dispute Resolution Provision

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629-3632 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm> Copies of these procedures may also be requested from the contact for this announcement (see contact information in section VII).

Copyrights

U.S. EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support. OR (b) any copyright or other contractual rights procured by a grantee, subgrantee or a contractor with grant support.

Pre-Award Administrative Capability Review

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

VII. AGENCY CONTACTS

All questions or comments must be communicated in writing via postal mail, facsimile, or by e-mail to the contact person listed below. See section IV: Pre-Application Assistance.

Helen Tsiapas, Indoor Air Program
U.S. Environmental Protection Agency
77 West Jackson Blvd. (AT-18J)
Chicago, Illinois 60604
Email: tsiapas.helen@epa.gov
Fax: (312) 886-0617

VIII. OTHER INFORMATION

EPA reserves the right to reject all proposals or applications and make no awards as a result of this announcement.

